DOCUMENT RESUME

ED 225 587 IR 050 084

TITLE	CLSI On-Line Public Catalog Touch Terminal Manual: Training Manual.
INSTITUTION	California State Univ., Chico.
PUB DATE	Sep 82
NOTE	14p.; For related document, see IR 050 083.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	College Libraries; *Display Systems; Higher Education; Illustrations; *Information Retrieval; *Input Output Devices; *Library Catalogs; Library Guides; *Online Systems; Search Strategies
IDENTIFIERS	California State University Chico; Touch Terminals

ABSTRACT

This training manual developed by the Public Access Subcommittee of the Reference Department of Meriam Library (California State University, Chico) provides instructions for using the library's online public catalog by means of a touch terminal which accepts commands in the form of a touch on a particular part of the terminal screen. Author and subject searches are described as well as the general terminal search, display, and help functions. Illustrations of the terminal screen as it appears at each step in various searching processes are provided, as well as sample records in abbreviated and full format. Availability and location details are also explained. The manual concludes with brief directions for searching by call number or title, and two lists of subject headings which illustrate differences between heading formats in the card and the online catalog. (ESR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED225587

CALIFORNIA STATE UNIVERSITY, CHICO

Meriam Library

Reference Department

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

CLSI On-Line Public Catalog

Touch Terminal Manual

Training Manual

by

Public Access Subcommittee

Lakshmi Ariaratnam
Robert Cookingham
Randy Hensley
Colleen Power, Chair

September 1982

IR 050 084

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Robert M. Cookingham

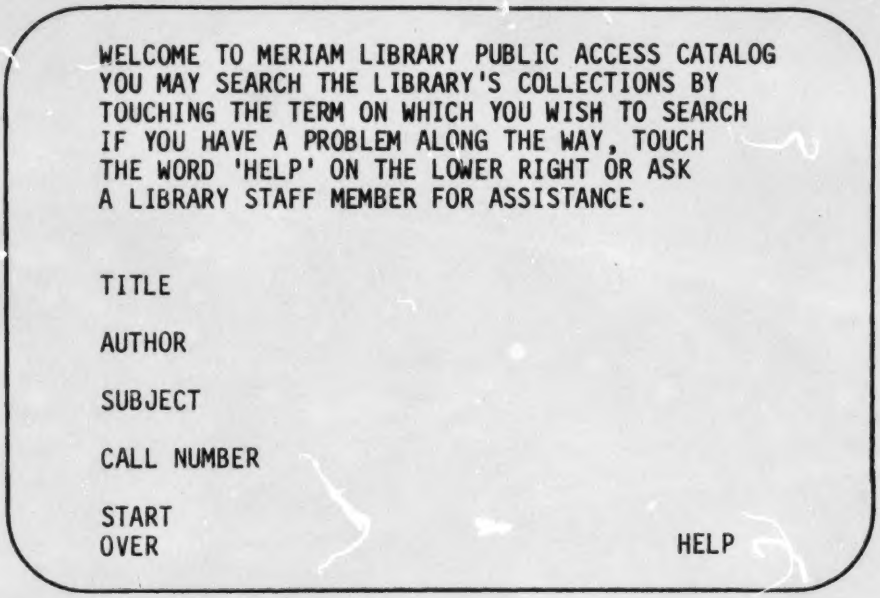
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

TOUCH TERMINALS

READ THE ENTIRE SCREEN ... ALWAYS. The On-Line Catalog works when you touch your choice on the screen. A brief light will flash to register what portion of the screen you have touched.

START OVER

On the lower left side of the screen, touch START OVER. The "Welcome to the Meriam Library ..." screen will appear.


WELCOME TO MERIAM LIBRARY PUBLIC ACCESS CATALOG
YOU MAY SEARCH THE LIBRARY'S COLLECTIONS BY
TOUCHING THE TERM ON WHICH YOU WISH TO SEARCH
IF YOU HAVE A PROBLEM ALONG THE WAY, TOUCH
THE WORD 'HELP' ON THE LOWER RIGHT OR ASK
A LIBRARY STAFF MEMBER FOR ASSISTANCE.
TITLE
AUTHOR
SUBJECT
CALL NUMBER
START
OVER
HELP

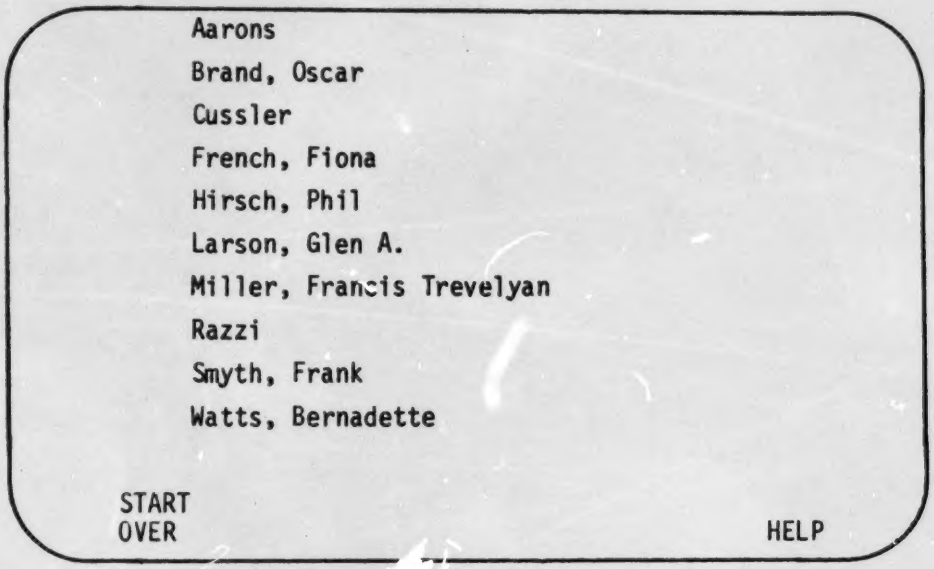
HELP

Whenever you are confused or unclear about a procedure, touch HELP located in the lower right side of the screen. Whenever you touch HELP the screen will display the various choices as well as allow you to return to the previous screen.

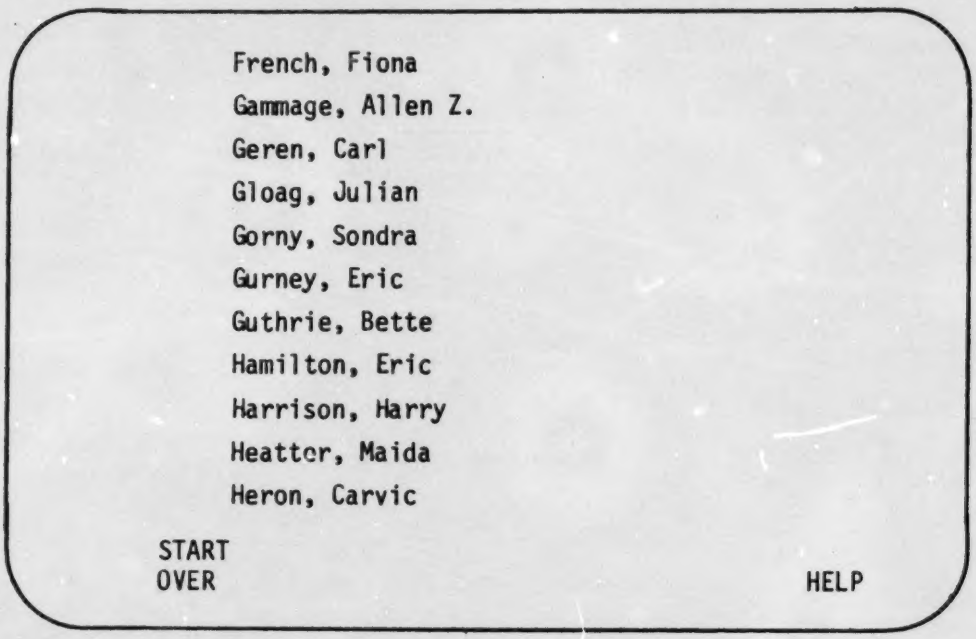
AUTHOR SEARCH

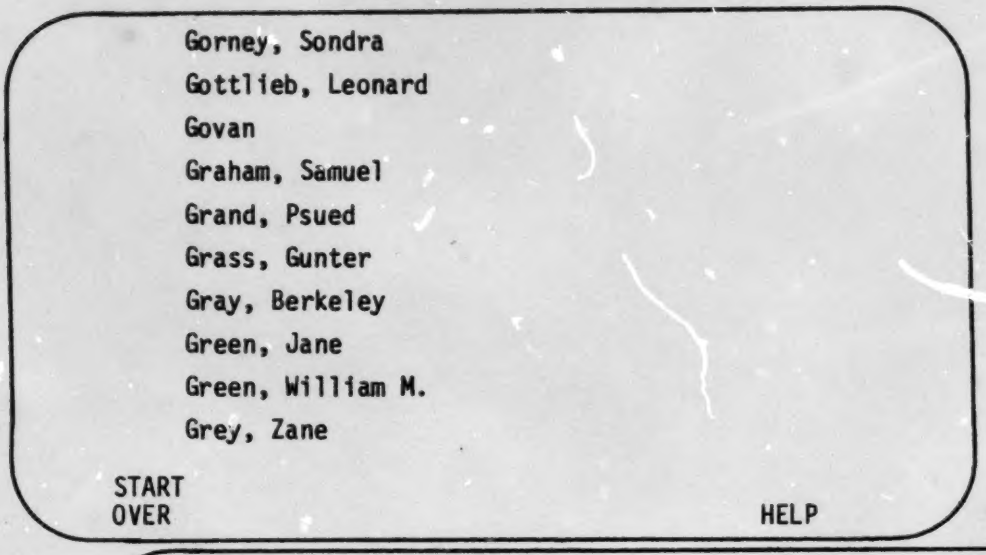
Touch AUTHOR. A selection of names of authors in alphabetical order will be shown on the screen. If the author you are looking for is <u>not</u> on the screen,

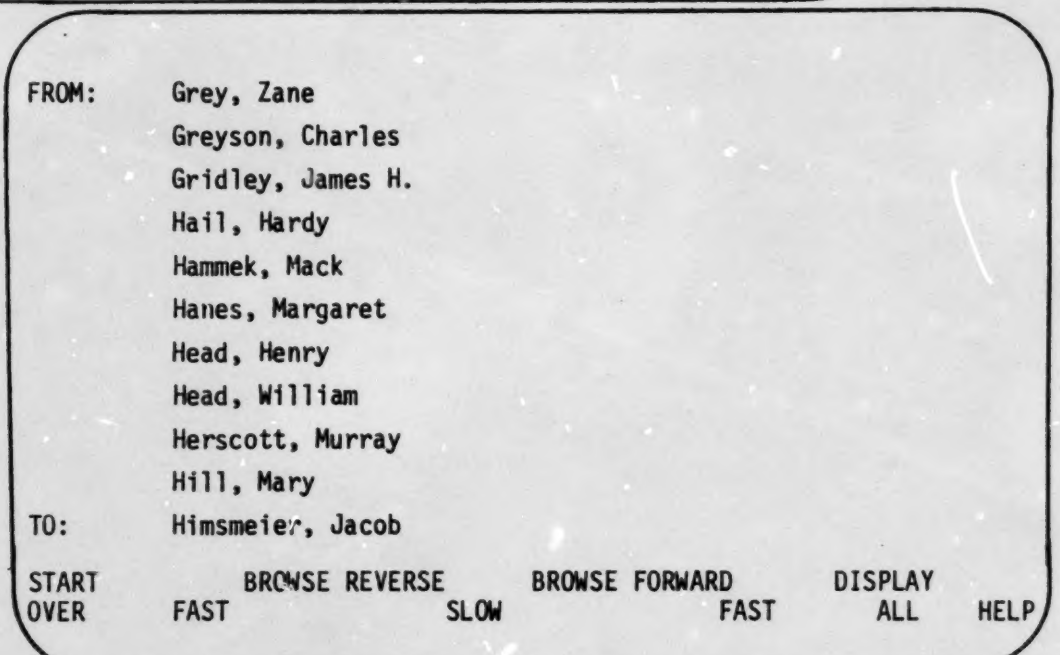
touch the author's name which comes before, alphabetically before the name of the author you want and closest to it. In our example we are going to look for material by Zane Grey. Since he is not listed on the screen, touch the name that precedes him, e.g., French, Fiona.



A new screen will appear. Continue to touch the name preceding "Grey, Zane" on each of these screens until you have "Grey, Zane" on the screen, and "FROM" and "TO" appear on the left hand margin.







Touch "Grey, Zane." The number of titles in the catalog by Zane Grey and a brief record of the first title, which is called the ENTRY, will be shown to you.

```
THERE IS 1 ENTRY.  TOUCH IT TO SEE FULL RECORD

CALL NO:  PS3513 R6545 R5

AUTHOR:   Grey, Zane

TITLE:    Riders of the Purple Sage

START     BACK                              SCROLL
OVER       UP                                 UP                    HELP
```

SCROLL UP

To see the other entries, if any, touch SCROLL UP repeatedly until the title you need is displayed. After the final title, the message "NO MORE ENTRIES" will appear. To see if the title you want is available for circulation and to see the full record touch that title.

AVAILABILITY

The complete bibliographic information and whether the item is on the shelf or checked out will appear on the screen.

```
CALL NO:  PS3513 R6545 R5

AUTHOR:   Grey, Zane

TITLE:    Riders of the Purple Sage

EDITION:  1940

          PUB     PUBYR     COST      MC      ED      I.A.D.
          NASH    1940      $3.50     B       1       6/12/80

          * COPY INFORMATION FOLLOWS *

          LCL ?  3 1260 00003 8458  ON SHELF


START     BACK          PAGE                    PAGE
OVER       UP           BACK                    NEXT                 HELP
```

The first line, "CALL NO:" is the location symbol for where the book is in the library. "CALL NO:" means Call Number. In the bookstacks PS3513 R6545 R5 translates to:

PS

3513
R6545
R5 on the spine of the book.

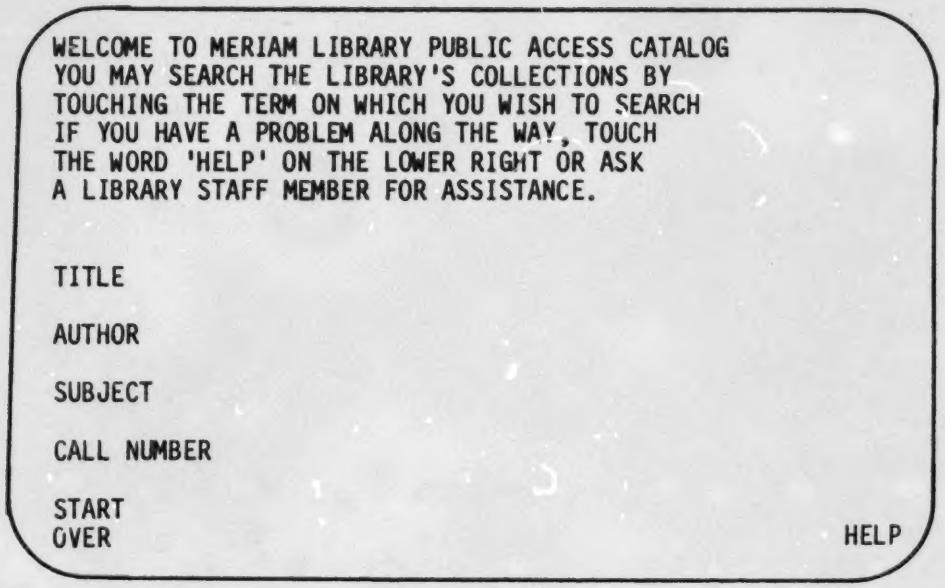
The copy information which follows indicates the status (or availability) of the item. Is it checked out? On reserve? On the shelf? These are some of the possibilities for any one item. This information will not only tell the assigned location of the item, i.e., Main Collection, Reserve Room, etc., but it will also tell you that it is on the shelf and available for circulation, or that it is checked out.

PAGE NEXT

You may have to touch PAGE NEXT to see all this information, subject headings, etc., if the full record is more than one page. Now that you have successfully completed an AUTHOR search, let's practice on a SUBJECT search.

SUBJECT SEARCH

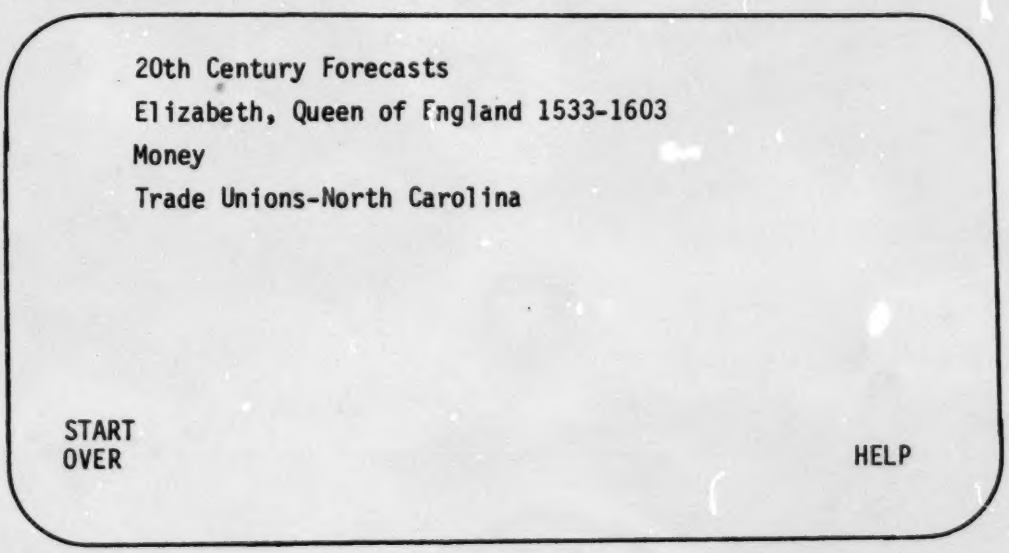
Touch START OVER. The "Welcome to the Meriam Library ..." screen will once more appear.


WELCOME TO MERIAM LIBRARY PUBLIC ACCESS CATALOG
YOU MAY SEARCH THE LIBRARY'S COLLECTIONS BY
TOUCHING THE TERM ON WHICH YOU WISH TO SEARCH
IF YOU HAVE A PROBLEM ALONG THE WAY, TOUCH
THE WORD 'HELP' ON THE LOWER RIGHT OR ASK
A LIBRARY STAFF MEMBER FOR ASSISTANCE.
TITLE
AUTHOR
SUBJECT
CALL NUMBER
START
OVER
HELP

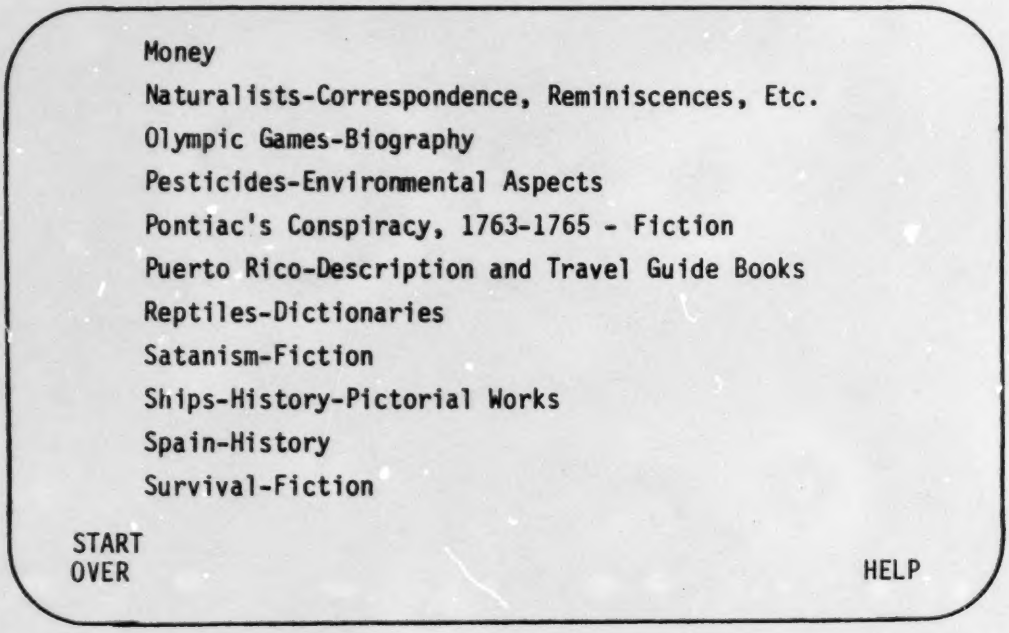
Touch SUBJECT.

SUBJECT

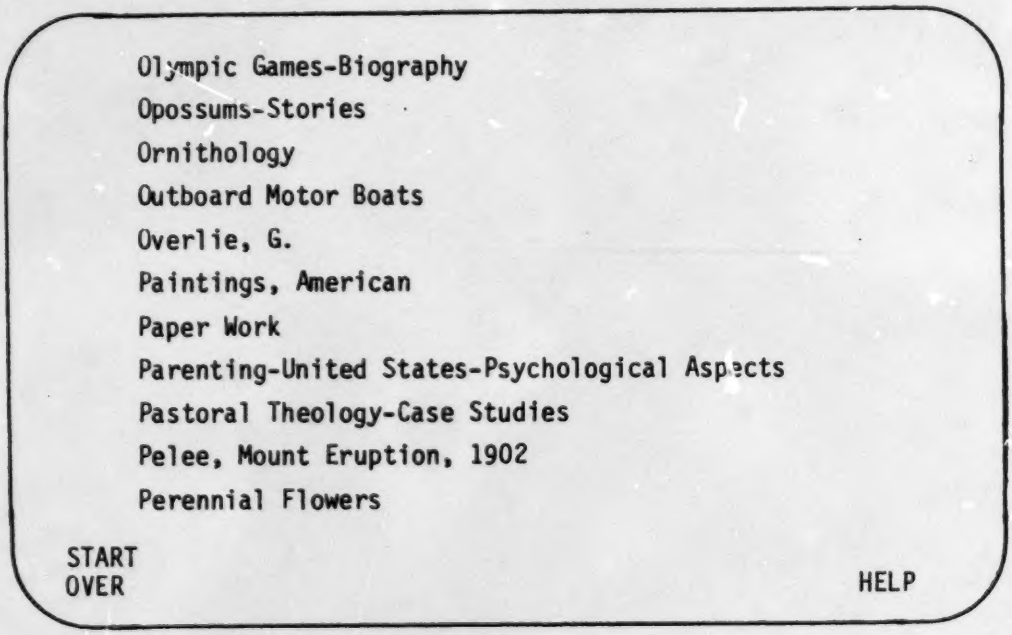
Touch SUBJECT. For this example you will be searching for library materials on the subject of "PERSONALITY ASSESSMENT."



Continue to touch the subject which alphabetically comes before your chosen subject of "PERSONALITY ASSESSMENT."



Continue to touch the subject which alphabetically precedes "PERSONALITY ASSESSMENT" until the terminal displays that subject.



```
FROM:     Perennial Flowers
          Perez De Ayala, Ramon, 1880-1962 Los Trabajos De Urbano Y Simona
          Performing Arts
          Performing Arts-U.S.-Biography
          Periodicals
          Peron, Eva
          Peron, Eva Duarte
          Personality
          Personality Assessment
          Personality Change
TO:       Personality in Children

START          BROWSE REVERSE          BROWSE FORWARD     DISPLAY
OVER     FAST              SLOW SLOW              FAST    ALL   HELP
```

Now touch the subject "PERSONALITY ASSESSMENT" to have the terminal display all the titles under this subject.

```
          THERE ARE 30 ENTRIES.  TOUCH YOUR CHOICE TO SEE FULL RECORD.

BF721 M88
Mussen, Paul Henry
Child Development and Personality

START          BACK                                  SCROLL
OVER           UP                                      UP              HELP
```

SCROLL UP

Touch SCROLL UP to see the next title record.

```
        THERE ARE 30 ENTRIES.  TOUCH YOUR CHOICE TO SEE FULL RECORD.
BF721 M88
Mussen, Paul Henry
Child Development and Personality

BF698 Y6
Young, Gregory C.
Your Personality and How to Live With It

START          BACK                              SCROLL
OVER            UP                                UP                HELP
```

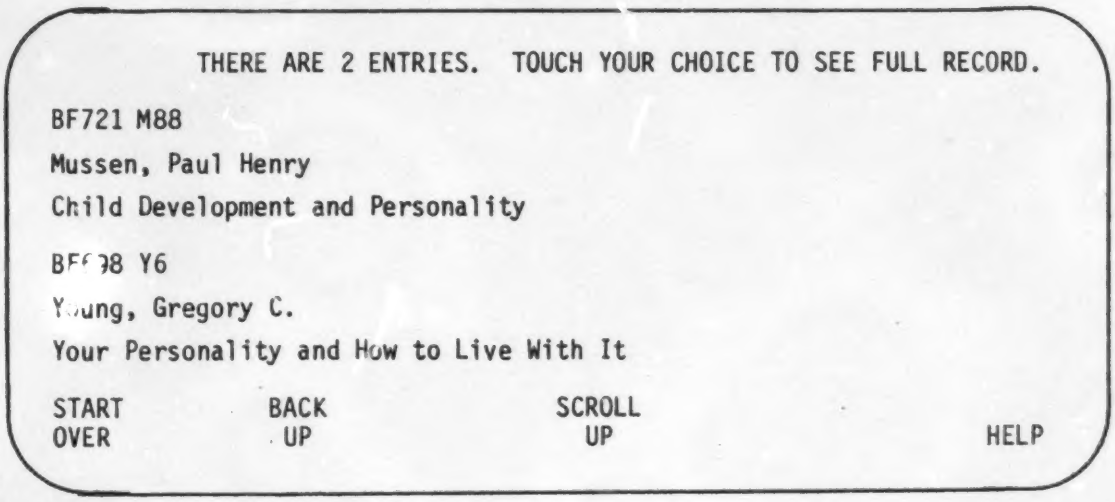
Touch one of the entries to see more information about it. The terminal will display the message "PLEASE WAIT FOR FULL RECORD TO APPEAR."

```
CALL NO:        BF698 Y6
AUTHOR:         Young, Gregory C.
TITLE:          Your Personality and How to Li/e With It
IMPRINT:        Atheneum, 1978
SUBJECT 1:      Personality
SUBJECT 2:      Typology (Psychology)

                PUB  PUBYR     COST      MC     ED    L.A.D.
                ATHEN 1978     $10.95    B      1     1/03/80

                * COPY INFORMATION FOLLOWS *

                LCL 1  3 1260 00053 7848  ON SHELF


START           BACK           PAGE          PAGE
OVER             UP            BACK          NEXT                    HELP
```

After you have read and made notes about this title, you decide that "PERSONALITY ASSESSMENT" is not the subject you wanted but feel that the materials on "PERSONALITY TESTS" would be more appropriate to your search.

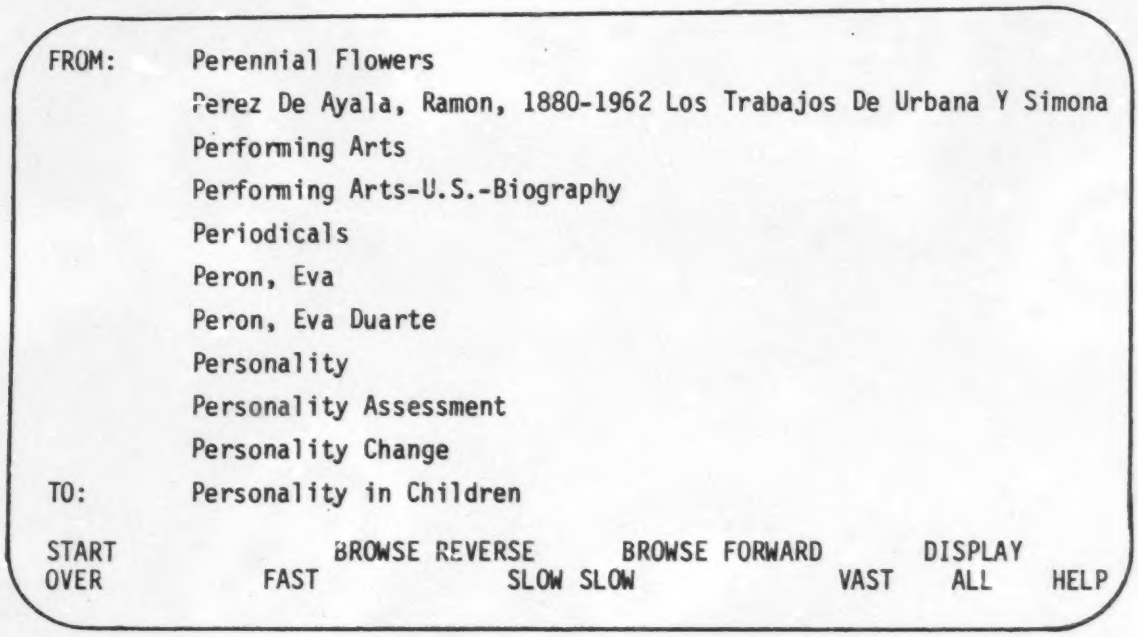
BACK UP

Touch BACK UP to return to the BROWSE display. The browse display is the list of subject terms in alphabetical order. BROWSE FORWARD and BROWSE REVERSE will appear at the bottom of the screen.



BACK UP

Touch BACK UP until the terminal displays the BROWSE function.



Touch under BROWSE FORWARD, SLOW to have the next eleven subject headings displayed.

Touch DISPLAY ALL if you're not sure when the subject heading "PERSONALITY TESTS" will appear. Once you find the materials under this subject heading you will have completed this exercise in searching in the SUBJECT function.

There are two other search functions on the touch terminals: CALL NUMBER and TITLE.

CALL NUMBER

Use the CALL NUMBER function when you know the exact assigned call number of a title, or wish to know titles assigned very similar call numbers.

TITLE

Use the TITLE function when you know the exact title of any material in the Library.

"TIPS"

There are two items which you are going to become immediately aware of as you use the touch terminals; and they both involve filing rules. They can be grouped into two categories of "Numbers" and "Punctuation."

Numbers. All numbers file before letters; and all numbers are treated as if they were decimals. Especially in title searching you will notice that the first screen begins with numbers. In using the old card catalog you made decisions to use a particular drawer of cards. In using the touch terminals the computer always begins with the very first title in its file, consequently a numerical item, not letters.

Punctuation. All punctuation is ignored. All items are filed alphabetically, with numerals filing before letters. Undoubtedly you have some awareness as to how the old card catalog filing rules applied to the numerous subject headings. On the next page we have illustrated the difference

between the old filing rules and the new machine filing rules used with our on-line catalog. You will recognize some of the differences as you first use these terminals; however, they should not hamper your access to library materials.

Our current card catalog contains 46 subject headings which begin with PERSONALITY. To illustrate the difference in filing between the card catalog and the computer, let's look at some of these headings first as filed in the card catalog and then in the new computerized catalog.

OLD	NEW
PERSONALITY.	PERSONALITY.
PERSONALITY--BIBLIOGRAPHY.	PERSONALITY AND ACADEMIC ACHIEVEMENT.
PERSONALITY--NUTRITIONAL ASPECTS.	PERSONALITY AND CULTURE.
PERSONALITY (THEORY OF KNOWLEDGE).	PERSONALITY AND CULTURE--INDIA.
PERSONALITY, DISORDERS OF.	PERSONALITY AND OCCUPATION.
PERSONALITY, DISORDERS OF--ETIOLOGY.	PERSONALITY AND SITUATION.
PERSONALITY AND ACADEMIC ACHIEVEMENT.	PERSONALITY ASSESSMENT.
PERSONALITY AND CULTURE.	PERSONALITY--BIBLIOGRAPHY.
PERSONALITY AND CULTURE--INDIA.	PERSONALITY CHANGE.
PERSONALITY AND OCCUPATION.	PERSONALITY CHANGE--UNITED STATES.
PERSONALITY AND POLITICS.	PERSONALITY--CONGRESSES.
PERSONALITY AND SITUATION.	PERSONALITY, DISORDERS OF.
PERSONALITY ASSESSMENT.	PERSONALITY, DISORDERS OF--ETIOLOGY.
PERSONALITY CHANGE.	PERSONALITY IN CHILDREN.
PERSONALITY CHANGE--UNITED STATES.	PERSONALITY--NUTRITIONAL ASPECTS.
PERSONALITY IN CHILDREN.	PERSONALTIY RESEARCH FORM.
PERSONALITY RESEARCH FORM.	PERSONALITY TESTS.
PERSONALITY TESTS.	PERSONALITY TESTS--DIRECTORIES.
PERSONALITY TESTS--DIRECTORIES.	PERSONALITY (THEORY OF KNOWLEDGE).